



STANDARDS OF APPRENTICESHIP
adopted by

**WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM**

(sponsor)

Skilled Occupational Objective(s):
YOUTH DEVELOPMENT PRACTITIONER

DOT
166.267-900

Term
4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 22, 2005

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by this Standard shall be a group of locations owned by the Sponsor in Clallam County.

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **At least 18 years of age.**
- Education: **Must have high school diploma or GED.**
- Physical: **Must be able to meet the requirement of this occupation.**
- Testing: **None**
- Other: **Must have a valid Washington State Drivers License.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exception under WAC 296-05-405(1)(a).

B. Equal Employment Opportunity Plan:

Exception under WAC 296-05-405(1)(a).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Youth Development Practitioner shall be 4000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period of 800 hours.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

The numeric ratio of apprentice to journey-level worker shall not exceed one apprentice per journey-level worker in the department.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	83%
2	2001 - 4000 hours	98%

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Youth Development Practitioner</u>	<u>APPROXIMATE HOURS</u>
1. Foundations of Youth Development in Practice	200
a. Select and apply research-supported practices from the youth development approach.	
b. Articulate philosophy of youth development to co-workers volunteers, and participants.	
c. Select and apply relevant theory and research about youths' physical, emotional, social, sexuality; and risk and protective measures of youth development.	
2. Youth and Adolescent Growth/Development Psychology	150
a. Apply research-supported practices from a youth development approach.	
b. Design and use age appropriate opportunities and challenges.	
c. Demonstrate ability to recognize individual strengths and barriers, which may affect participation and eventual career activities.	
d. Demonstrated ability to recognize individual strengths and barriers, which may affect participation and eventual career activities.	
e. Provide information to youth and families on mental health resources.	
f. Identify and adapt learning experiences and career exploration to youth with special needs.	

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- | | | |
|-----------|--|------------|
| g. | Provide information to all youth and families in the 4-H program regarding special needs. | |
| 3. | Youth and Adolescent Counseling..... | 100 |
| a. | Apply research-supported practices from a youth development approach. | |
| b. | Effectively communicate with youth and facilitate discussion both in one-on-one and group settings. | |
| c. | Challenge and develop values and attitudes of youth in a supportive manner; affirm and validate youths' values and ideas. | |
| d. | Use knowledge of resources to make referrals as appropriate or provide appropriate information. | |
| 4. | Youth and adolescent Behavior Management..... | 50 |
| a. | Demonstrate and apply knowledge of behavior management and negotiating skills by addressing youth problems, concerns, and interests to arrive at a win-win solution. | |
| b. | Actively assist youth to identify consequences to decisions. | |
| c. | Maintain appropriated "boundaries" (such as roles, responsibilities, relationships, and confidentiality) with participants. | |
| d. | Affect positive behavior through appropriate monitoring and supervision. | |
| 5. | Sociology Related to Youth and Adolescents..... | 100 |
| a. | Create a family/friendly/welcoming program design | |
| b. | Support families as they nurture the development of their children. | |
| c. | Actively engage family member in program and community initiatives. | |

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- d. Demonstrate a belief in the potential of all youth and family members and their ability to identify development possibilities amid difficult situations.
 - e. Actively engage youth in cognizing and dealing with peer pressure.
 - f. Actively engage youth in developing and conducting programs.
 - g. Assist youth in identifying the outside influences that affect their choices.
6. Communication Skills.....300
- a. Demonstrate and use language of respect to reach all audiences (foreign languages, literacy, disabilities, special needs grade levels).
 - b. Demonstrate ability to use reflective listening in communications with others.
 - c. Demonstrate ability to write effective reports, case studies, notes, letters, email, listserve to audiences via webpages, press releases, etc.
 - d. Effectively communicate with youth and facilitate discussion (in) both one-on-one and group settings.
 - e. Demonstrated concern about the well being of others, interest in feelings and experiences of others; support the self-esteem of others and enjoyment of being with youth.
 - f. Develop, design, and deliver effective presentations.
7. Educational Strategies300
- a. Model appropriate behavior for learning when interacting with youth and volunteers. Model appropriate behavior as a leader.
 - b. Demonstrate ability to design experiences for youth to implement and enhance project-based learning.

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- c. Design and implement social and cognitive developmental opportunities for youth, e.g. critical thinking and reasoning skills.
 - d. Organize and facilitate youth leadership activities including community service learning.
 - e. Prepare and teach key aspects of community service learning experience to volunteers.
 - f. Initiate, enable, and sustain group interaction and relationships through the completion of an ongoing activity or project.
 - g. Demonstrate ability to design experience for youth that foster cooperation and team building.
 - h. Observe and talk with youth to assess individual goals, interest, concerns and competencies, and to do so with an appreciation of their community context.
 - i. Design and implement life skills classes and workshops on job readiness. Assist youth in acquiring positive decision-making skills.
 - j. Demonstrate ability to create learning experiences that motivate or provide incentive for learning.
8. Assessing Learning Outcomes200
- a. Select, administer, and interpret standardized assessment instruments for assessing individual interests and competencies (for project work).
 - b. Demonstrate knowledge and awareness of usefulness of formal assessments.
 - c. Write clear, measurable outcome statements. Create format to documents results.
 - d. Track and evaluate participant progress; revise individual service strategy plans, as appropriated, and coordinate necessary resources.
 - e. Demonstrate ability to recognize individual strengths and barriers, which may affect career activities.

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- f. Prepare next steps with youth in achieving individual goals.
 - g. Demonstrate ability to assess learner outcomes, including life skills.
- 9. Education and Training150
 - a. Design, implement, and evaluate non-formal learning experiences for youth.
 - b. Demonstrated ability to recognize strengths and barriers, which may affect career-training activities.
 - c. Demonstrate the ability to design programs to meet needs of diverse learners (considering learning theory, environment and styles).
 - d. Demonstrate awareness of commonalities and differences (such as gender, race, ethnicity, class and religion) among youth of diverse back ground and apprenticeship of those differing talents, sexual orientation and faith.
- 10. Curriculum Development.....75
 - a. Identify and/or develop relevant educational materials
 - b. Demonstrate ability to incorporated research-supported subject matter, strategies, and technology into teaching and learning activities.
 - c. Demonstrated ability to adapt materials to meet diverse physical, social, or cultural needs of youth and adults.
- 11. Workforce Preparation and Career Development75
 - a. Assist youth to use and identify community resources such as one-stop centers, job fairs, libraries, and career days.
 - b. Assist youth develop career development plan. Utilize current labor market information, and other post-secondary information materials, which assist youth to identify individual preferences and skills.

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- c. Assist youth to make informed decisions about future career goals by utilizing computerized career information delivery systems by ensuring that they are knowledgeable in accessing employment placement services, utilize various job search e.g., O*NET, resume computer software and navigating the Internet.
- d. Apply knowledge of education, training, and resources that provide information about job functions, salaries, requirements, and outlooks.
- e. Conduct career readiness training, which includes workshops, and courses that cover career topics such as resume writing, interview skills, job-hunting/job keeping skills, and completion of an application.
- f. Demonstrate knowledge of laws and methods of accommodating persons with disabilities.
- g. Assess career interests through the use of appropriate instruments (e.g. interest inventories, personality measure multiple aptitude or achievement batteries, combined instruments.
- h. Assess job readiness of youth
- i. Demonstrated knowledge of personal money management by assisting youth with setting realistic financial goals and developing a plan to achieve those goals (e.g. spending plan, record of daily expenses, understanding fixed and variable expenses.)

12. Volunteer Management800

- a. Involve volunteers in program design, planning, and implementation. Demonstrate leadership qualities.
- b. Develop an adult learning experience that incorporates principles of adult learners.
- c. Demonstrate ability to find people who have the competence and attitudes essential to fill specific leadership positions.
- d. Express awareness of commonalities and differences (such as gender, race, ethnicity, class and religion) among youth

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

of diverse backgrounds and appreciation of those differing talents, sexual orientation and faith.

- e. Demonstrate skill in evaluating volunteer strengths and motivating them to fill selected positions.
- f. Demonstrate ability to orient those recruited in the role expectations of the volunteer position.
- g. Challenge values and attitudes of volunteer in a supportive manner; affirm and validate youths' values and ideas.
- h. Maintain appropriate "boundaries" (such as roles, responsibilities, relationships and confidentiality) with youth.
- i. Demonstrate ability to stimulate and prepare volunteers to acquire knowledge and develop attitudes and skills necessary to enable them to be successful in their leadership roles.
- j. Able to provide opportunity for volunteer to put acquired knowledge and skills into action in the most appropriate way, and provide them an opportunity to function in a supportive environment.
- k. Initiate, enable, and sustain group interactions and relationships through the completion of an ongoing activity or project.
- l. Demonstrate skill in recognizing and rewarding sound volunteer performance.
- m. Able to determine and give results of volunteer performance and giving useful feedback.

13. Program Development Systems600

- a. Demonstrate access, equity, and opportunity in program development.
- b. Demonstrate the ability to gather and apply information about the cultural and economic backgrounds of the community.

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- c. Apply research-supported models to the design, implementation, continuous improvement, and evaluation of organizational programs and practices to make it more effective.
 - d. Demonstrate knowledge and application of program objectives (program develop systems).
 - e. Demonstrate knowledge and awareness of usefulness of formal assessments.
 - f. Demonstrate leadership and facilitation qualities.
 - g. Set up and support programs using a variety of different delivery methods
- 14. Organizational Leadership (Skills and knowledge that help organization fulfill their mission)300**
- a. Plan and maintain a schedule that reflects a balanced lifestyle.
 - b. Identify enjoyable aspect of work. Take time to celebrate.
 - c. Use effective time management strategies. Uses priority setting to establish daily schedule.
 - d. Maintain records (e.g. case notes, program data and other statistical records related to job placement and retention of youth.
 - e. Demonstrate ability to write effective reports, notes, and letters.
 - f. Demonstrate knowledge and application of appropriate technologies to the task (e.g. specific computer applications, internet).
 - g. How to get along with people.
 - h. Understand how to develop interpersonal skills.
 - i. Market the youth program to potential customers, their families, and other youth organizations in the community and public.

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- j. Maintain appropriated "boundaries" (such as roles, responsibilities, relationships and confidentiality) with youth.
 - k. Programs include health and safety prevention efforts.
 - l. Create and maintain a balanced budget. Creates and maintains clear financial records.
 - m. Facilities management (scheduling, following policy, environmental scan for safety and programming, insurance).
- 15. Collaborating/Partnering.....160**
- a. Demonstrate knowledge of team development. Demonstrate ability to facilitate a group to complete a goal.
 - b. Apply strategies of community consensus building, mobilization, and advocacy.
- 16. Community Youth Development.....125**
- a. Demonstrate working knowledge of other youth provider organizations. Demonstrate the ability to advocate for positive youth development.
 - b. Demonstrate an awareness of the array, mission, and referral processes of community agencies and organizations that serve youth and families.
 - c. Create and maintain relationships with systems (e.g. secondary, post secondary, youth correctional institutions and others in the education and youth preparation field).
 - d. Conduct community assessments and identify under-used resources to assist in providing employment, training, and support service resources.
- 17. Resource Development50**
- Identify and develop resources to assist in providing programming, which may include employment, training, and support service resources. Assist youth with services through community resources.**

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- 18. Youth/Adult Partnerships140**
- a. Demonstrates ability to help youth and adults understand and share the skills, abilities, information, and resources each bring to the partnership.**
 - b. Demonstrate ability to assess and determine individual and group readiness to partner for action. Ability to share and motivate youth/adults to implement basic community building strategies to work on community needs.**
 - c. Supports and maintains social environment that fosters positive youth/adult respect and interaction, including ability to provide specific tips and suggestions for partnerships**
- 19. Multi-Culturalism/Diversity125**
- a. Foster and promote multi-cultural understanding. Demonstrate a willingness to search for and retain information about communities with cultural and economic backgrounds different form their own.**
 - b. Demonstrate awareness of commonalities and differences (such as gender, race, ethnicity, class and religion) among youth of diverse backgrounds and appreciation of those differing talents, sexual orientation and faith.**

Total Hours: 4000

WASHINGTON STATE UNIVERSTIY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☒ Approved training seminars
- ☒ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify): **National Associates of Extension for 4-H Agents.**

172.5 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

NONE

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint

 (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **PLANT**

The employer representatives shall be:

Kevin Wright, Program Manager
4-H Youth Development WSU
Puyallup Campus
7612 Pioneer Way E.
Puyallup, WA 98371-4998
wrightkc@wsu.edu
<http://4h.wsu.edu>

The employee representatives shall be:

Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia, WA 98504-4530

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

WASHINGTON STATE UNIVERSITY EXTENSION PORT ANGELES
4-H APPRENTICESHIP TRAINING PROGRAM

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Kevin Wright, Program Manager

4-H Youth Development WSU

Puyallup Campus

7612 Pioneer Way E.

Puyallup, WA 98371-4998

wrightkc@wsu.edu

<http://4h.wsu.edu>